

Home | My.NCWC.Edu

https://my.ncwc.edu/ics

Sign in

Username Password Login

Home Admissions Alumni

You are here: Home > Home

My.NCWC.Edu

Home

Course Schedules

Quick Links

My Groups

Faculty/Staff Email

Library

Public Website

Student Email

EXI Access

My.NCWC.Edu

Welcome to the NCWC Online Campus Portal

Instructions to Access the NCWC Online Campus Portal

MY.NCWC.EDU is your personalized campus web site at North Carolina Wesleyan College.

FOR ASSISTANCE, please contact the Helpdesk at 252-984-5000 or helpdesk@ncwc.edu. For walk in assistance on the Main Campus, visit the Information Systems Department, located in the Spruill Building.

To log in for the first time:

New students need to activate their student portal accounts with the [Activate My New Account](#) link under the [Password Management](#) section on this page.

Next you will need to provide three pieces of personal information.

1. **Last Name** Example: Smith
2. **Date of Birth MM/DD/YYYY** (The slashes are necessary) Example: December 12, 1990 would be 12/12/1990.
3. **Student ID Number** This is your six digit student ID number without initials. Example: 123456

After providing the personal information, click the Continue button below

Password Management

[Forgot My Password](#)

[Activate My New Account](#)

Welcome To Student Email Powered by Office 365

Instructions To Access NCWC Student Email

To access your email:

If you would like to use a phone or tablet to access your email, you MUST download the Outlook or Office 365 App from either the Play Store for Android or the App Store for Apple.

- After activating your student portal account, you can sign in to your student email account. Your student portal password will synchronize with your student email within two minutes.
- If you have just logged into my.ncwc.edu and changed your password and set up your hint questions, you will need to wait at least two minutes for that information to sync with Office 365.

Step 1: Please, click on *Forgot My Password* link

Browser window showing the "Password Management - Forgot My Password" page on My.NCWC.Edu.

The page header includes the North Carolina Wesleyan College logo and navigation links: Home, Admissions, Alumni.

The breadcrumb trail indicates the current location: [Home](#) > [Home](#) > [Password Management](#).

The left sidebar contains "My.NCWC.Edu" links (Home, Course Schedules) and "Quick Links" (My Groups, Faculty/Staff Email, Library, Public Website, Student Email, EXI Access).

The main content area displays the title "Password Management - Forgot My Password" and the instruction: "Enter your username and college email address and then you will be taken to the hint page."

The form fields are labeled "Username:" and "Email Address:". A blue arrow points to the "Username:" field.

A "Continue" button is located below the "Email Address:" field.

The footer contains links for Privacy policy, About us, Contact us, and Campus directory, along with the text "Powered by Jenzabar. v9.2.2".

The Windows taskbar at the bottom shows the search bar and various application icons.

Step 2: Type your username in *Username* section. Hint: your username is the first initial of your first, last name and student id number.

Example: John Doe with student ID123456 *Username JD123456*

Browser window showing the My.NCWC.Edu Password Management - Forgot My Password page. The page title is "Password Management - Forgot My Password". The URL is https://my.ncwc.edu/ICS/Home.jnz?portlet=Password_Management&screen=ForgotPwd_View&screenType=next. The page features the Wesleyan College logo and navigation links: Home, Admissions, Alumni. A sidebar on the left contains "My.NCWC.Edu" links (Home, Course Schedules) and "Quick Links" (My Groups, Faculty/Staff Email, Library, Public Website, Student Email, EXI Access). The main content area displays the heading "My.NCWC.Edu" and a sub-heading "Password Management - Forgot My Password". Below this, a message states: "Enter your username and college email address and then you will be taken to the hint page." The form includes fields for "Username:" and "Email Address:", a "Continue" button, and a blue arrow pointing to the "Email Address" field. The footer contains links for Privacy policy, About us, Contact us, and Campus directory, along with the text "Powered by jenzabar. v9.2.2".

Step 3: Once you have entered your username, please, enter your school email address in *Email Address* section. Hint: Your school email address for student Username@my.ncwc.edu. for faculty Username@ncwc.edu.

Step 4: Please, click on *Continue* section.

North Carolina Wesleyan College

Home Admissions Alumni

You are here: [Home](#) > [Home](#) > [Password Management](#)

[My.NCWC.Edu](#)

Home

Course Schedules

Quick Links

My Groups

Faculty/Staff Email

Library

Public Website

Student Email

EXI Access

[My.NCWC.Edu](#)

[Password Management](#) - Challenge Questions

Answer the hint questions below to continue

What city were you born in?

What is your favorite TV show?

Continue

Privacy policy About us Contact us Campus directory

Powered by Jenzabar v9.2.2

Step 5: You will need to answer both Hint Questions. Questions may vary depending on what you setup during the activation of your my.ncwc.edu account. Answers to hint questions are case sensitive.

Step 6: Once you have answered the *Hint Questions*, please click on *Continue*.

Browser window showing the My.NCWC.Edu Password Management - Change Password page. The page includes a navigation bar with Home, Admissions, and Alumni links. A sidebar on the left lists My.NCWC.Edu, Home, Course Schedules, Quick Links, My Groups, Faculty/Staff Email, Library, Public Website, Student Email, and EXI Access. The main content area displays the password change form, which includes a warning about password rules, a checkbox for agreeing to Terms and Conditions, and fields for entering the new password twice. A blue arrow points to the checkbox labeled "I agree to Terms and Conditions for Network Use". The footer contains links for Privacy policy, About us, Contact us, and Campus directory, along with the text "Powered by Jenzabar. v9.2.2".

Step 7: Once you have read the *Terms and Conditions*, please, check the box next to *I agree to Terms and Conditions for Network Use* (this means, you have read the *Terms and Conditions* and have agreed to them).

Browser window showing the My.NCWC.Edu Password Management - Change Password page. The URL is https://my.ncwc.edu/ICS/Home.jnz?portlet=Password_Management&screen=ChangePwd_View&screenType=next.

The page header includes the North Carolina Wesleyan College logo and navigation links: Home, Admissions, Alumni. A search bar and login button are also present.

The left sidebar contains navigation links: My.NCWC.Edu, Home, Course Schedules, Quick Links, My Groups, Faculty/Staff Email, Library, Public Website, Student Email, and EXI Access.

The main content area is titled "My.NCWC.Edu" and "Password Management - Change Password". It includes a password requirements notice: "Be sure your new password conforms to the password rules. Your new password must be at least 8 characters and must contain at least three of the following types of characters: numeric digit, lowercase letter, uppercase letter, or special character (!@#\$%^&*). Be sure not to use part of your name or username when choosing a password." Below this is a checkbox for "I agree to Terms and Conditions for Network Use" with a link to "Click to view Terms and Conditions".

The form fields for "Enter new password:" and "Enter new password again:" are highlighted with a blue box and a blue arrow pointing to them. A "Continue" button is located below the second field.

The footer contains links for Privacy policy, About us, Contact us, and Campus directory. The page is powered by Jenzabar v9.2.2.

Windows taskbar at the bottom shows the search bar and various application icons. The system clock indicates 11:58 AM on 3/23/2021.

Step 8: Enter a new password in both *Enter new password* section, retype your new password in *Enter new password again* section making sure they match. *Hint: Password requirements can be found at the top of the page.*

Browser window showing the "Password Management - Change Password" page on the My.NCWC.Edu portal.

The page header includes the North Carolina Wesleyan College logo, a search bar, and a "Sign in" button. The navigation bar shows "Home", "Admissions", and "Alumni".

The breadcrumb trail indicates the current location: **You are here:** [Home](#) > [Home](#) > [Password Management](#).

The left sidebar contains the following links:

- [My.NCWC.Edu](#)
- [Home](#)
- [Course Schedules](#)
- Quick Links**
- [My Groups](#)
- [Faculty/Staff Email](#)
- [Library](#)
- [Public Website](#)
- [Student Email](#)
- [EXI Access](#)

The main content area is titled "Password Management - Change Password". It includes a password rule warning: "Be sure your new password conforms to the password rules. Your new password must be at least 8 characters and must contain at least three of the following types of characters: numeric digit, lowercase letter, uppercase letter, or special character (!@#%&^*). Be sure not to use part of your name or username when choosing a password."

The form includes a checkbox for "I agree to Terms and Conditions for Network Use" with a link to "Click to view Terms and Conditions". Below this are two password input fields labeled "Enter new password:" and "Enter new password again:", followed by a "Continue" button.

The footer contains links for "Privacy policy", "About us", "Contact us", and "Campus directory". The page is powered by Jenzabar v9.2.2.

The Windows taskbar at the bottom shows the search bar and several open applications, including the browser, File Explorer, and Microsoft Word. The system clock indicates 12:03 PM on 3/23/2021.

Step 9: Once you have entered your new password in both password sections and put check in the box, click on *Continue*. *Hint: If the Terms and Conditions aren't checked you can't continue.*

Password Management - Default x

https://my.ncwc.edu/ICS/Home.jnz?portlet=Password_Management&screen=Default_View&screenType=next

Sign in

Username Password Login

Home Admissions Alumni

You are here: [Home](#) > [Home](#) > [Password Management](#)

My.NCWC.Edu

Home Course Schedules

Quick Links

My Groups

Faculty/Staff Email

Library

Public Website

Student Email

EXI Access

My.NCWC.Edu

Password Management

You can now use your new password to login

[Forgot My Password](#)

[Activate My New Account](#)

Privacy policy About us Contact us Campus directory

Powered by Jenzabar. v9.2.2

Type here to search

12:07 PM 3/23/2021

Step 10: If new password is accepted you can now use your new password to login into your account. If you are unsuccessful at changing your password please contact the NCWC Helpdesk via email at Helpdesk@ncwc.edu or call us at 252-984-5000 24 hour support is available.